UDW+ Human Resource Administration Dashboard Quick Start Guide

Version 1.2
Program Services Office & Decision Support Group
Welcome to the UDW+ HR Administration Dashboard.

Designed specifically for Human Resources Officers and Fiscal Officers, the HR Administration Dashboard is the result of the work of the UDW+ HR Administration Focus Group, a group of human resource and finance officers and analysts across schools and divisions who were nominated by members of the UDW+ Operating Committee.

A core set of reporting priorities were defined and addressed in the first version of the Dashboard. Subsequent releases will continue to incorporate additional reporting needs and data as it becomes available in UDW+. 
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Access to HR Administrative Dashboard

1. To gain UDW+ HR Dashboard access, contact your HR Security Partner to request access on your behalf to UDW+ HR Data (e.g. UDW+ Job Detail, UDW+ Bio/Demo, UDW+ Compensation).

2. To gain UDW+ HR Ad Hoc access, contact your HR Security Partner to request access on your behalf to UDW+ Ad Hoc. Then contact the Decision Support Group to schedule HRS 750: UDW+ Ad Hoc Reports Classroom Training.

3. For more information please visit UDW+ HR Reporting Training and Access.

Log in to UDW+

1. To log into UDW+, navigate to https://udwplus.nyu.edu/analytics and log with your net id and password.

2. Note that if you’re working outside of the NYU network, you will need to connect to VPN prior to logging in.

3. Navigate to Dashboards> NYU HR> HR Administrative Dashboard.
About this Dashboard and About this Page brings you to the Metadata.
Headcount Overview
Provides quick access to Position Counts and Head Counts

1. Begin by selecting a School or Division. The “As Of” Date will default to today’s date. Select a Reporting Department or Supervisory Org to filter further.

2. Below the overview snapshot, headcount summaries are organized by Job Family and Position Title per the filters and as of date selected above.

3. Click the Export button to download any report to a number of different formulas.
4. Click on any Job Family or Position Title to filter the entire page by that value.
5. The final section of the Overview displays basic information about each position included in the summary counts per the filters and “as of” date.
6. Click on a Position ID to view a pop-up window with additional details about the position. In the pop-up window, you can view historical information by clicking on the position ID.
7. The Position History Detail provides a history of all position assignments and costing allocations associated with a position over time.

**Employee and Position Information:**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Position Status</th>
<th>Campus ID</th>
<th>Position ID</th>
<th>Position Title</th>
<th>Organization</th>
<th>Time Type</th>
<th>Position Filled Date</th>
<th>Position End Date</th>
<th>Primary Position Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Filled</td>
<td>Washington Square Campus</td>
<td>123456</td>
<td>Tutor</td>
<td>Fixed Term/Contract (Fixed Term)</td>
<td>Part time</td>
<td>09/05/2017</td>
<td>06/30/2017</td>
<td>N</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Tutor</td>
<td>Washington Square Campus</td>
<td>789012</td>
<td>Adjunct</td>
<td>Fixed Term/Contract (Fixed Term)</td>
<td>Part time</td>
<td>09/11/2016</td>
<td>06/30/2017</td>
<td>N</td>
</tr>
<tr>
<td>Michael</td>
<td>Adjunct</td>
<td>Washington Square Campus</td>
<td>345678</td>
<td>Adjunct</td>
<td>Regular</td>
<td>Part time</td>
<td>09/11/2013</td>
<td>06/30/2014</td>
<td>Y</td>
</tr>
<tr>
<td>Alex</td>
<td>Adjunct</td>
<td>Washington Square Campus</td>
<td>890123</td>
<td>Additional Compensation</td>
<td>Regular</td>
<td>Part time</td>
<td>07/16/2014</td>
<td>06/30/2014</td>
<td>N</td>
</tr>
</tbody>
</table>
Faculty Academic Appointments
Provides a combination of trend metrics and rosters related to Full Time and Part Time faculty assignments.

1. Begin by selecting a School or Division. The “As of” date will default to today’s date. In addition, you can also filter by Reporting Department or PeopleSync Supervisory Org.
2. Faculty counts, grouped by Reporting Department, will display by Rank and Job Family per the filters and as of date selected.

3. Users with appropriate security access can also view faculty counts by Gender and Rank.
4. Lastly, a roster of all Full Time or Adjunct Faculty can be obtained by selecting the appropriate option.

5. The adjunct faculty roster is grouped by Job Family and Reporting Department.

6. Click on Campus ID to drill into the employee’s full history. You will be redirected to the Employee History tab.
Administrative Appointments
Provides a combination of trend metrics and rosters related to most administrative positions and jobs. Certain job families are excluded from these metrics. Visit the “About this Page” metadata for a full list.

1. Begin by selecting a School or Division.
2. This page displays administrative positions/jobs by Job Family, Compensation Grade Band, and Gender based on the filters and as of date selected.
3. Employees are grouped by Job Family and Reporting Department.
Compensation
Provides key compensation plan metrics for academic and administrative positions in addition to planned and actual compensation by chartfield.

1. The Academic Compensation view provides a salary comparison by Job Family and Job Profile.
2. Begin by selecting a School, Job Family, and Job Profile.

![HR Administration Dashboard](image)

3. Employee compensation and average compensation across the filter criteria selected are displayed. View additional compensation plan information for any employee by hovering over the graph.
4. Users with appropriate security access can also view average salaries by Rank, Job Family, and Gender based on the filter criteria selected. Employee compensation, compensation minimum/maximum, and average compensation across the filter criteria selected are displayed.
5. The Chartfield view provides planned and actual compensation by combining data from salary, hourly plans, and activity pay with salary expense and budget summary data. Begin by selecting a chartfield.

6. Annual projected expenses combines revised budgets, ledger actuals (including fringe and exceptions) and anticipated spend with the two calculated amounts.
Employee History
Provides a history of all position assignments, academic appointments, compensation, and activity pay for a single employee.

1. Begin by entering the employee’s Campus ID or using the Name filter to find the employee’s name, and then clicking on the dropdown for Campus ID to choose their Campus ID.
2. Click on Position ID to filter the page by that position or drill into the position history.
3. Compensation plan details may be viewed by plan, costing allocation or compensation event.
Contact

The Decision Support Group (DSG) is here to help!

- Email: askDSG@nyu.edu
- Phone: 212-998-2900
- Web: www.nyu.edu/datawarehouse/dsg